

AURORA HOUSE MANAGER

FLSA Code: E

Job Code: 7030

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work planning, directing and organizing the operations and activities in a group home for adolescent females; does related work as required. Work is performed under general supervision of the Court Services Director. Supervision is exercised over all facility staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to noise, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing, planning, coordinating and directing the activities, programs and operations of Aurora House.

- Supervises and monitors complete residential treatment programs; establishes guidelines and policies;
- Implements admission policies and procedures;
- Oversees client case planning and records;
- Counsels staff in professional areas;
- Monitors counselor's treatment programs, counseling sessions, etc.;
- Coordinates psychiatric, medical, educational and physical services;
- Oversees food service operations;
- Provides direct client care as needed such as family and group counseling;
- Recruits, screens, interviews, hires and evaluates the work of facility staff;
- Develops and administers facility budget;
- Prepares and maintains personnel, budgetary and statistical records;
- Coordinates services and programs with other professionals, court systems and staff;
- Develops and coordinates training program;
- Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in sociology, psychology or related field supplemented by a Master's degree and considerable experience in the management and supervision of a residential facility; possession of an appropriate driver's license valid in the Commonwealth of Virginia; possession of first aid, CPR, medication disbursement, bloodborne pathogens and physical restraint training certification; thorough knowledge of the operation, administration and programs of a residential facility, rules, regulations and procedures of the facility; thorough knowledge of the techniques of residential facility care, treatment and general counseling and the basic principles of human psychology; proven ability to enforce institutional rules firmly and fairly, to prepare records and reports, and to deal courteously yet firmly with clients, their families and the public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.